Attention: Schedulin		<del></del>		
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE		
Application Date	Department of Education	Application Number		
	Office of Vocational Education	1 881-1	11-A	
Application Number	Division of Program Development and	Date Received	Date Completed	
approximate typitiikidi	Support Service	APR 2 3 1985	JUL 0 3 1985	
	1762 Twin Towers East		<u> -                                   </u>	
2. Person to Contact	Atlanta, Georgia 30334 Working Title		Telephone Number	
Barbara F. Landay	y Senior Research Specialist		656-3435	
3. Action Requested				
a. 👑 Establish Retentio	n Schedule; record will continue to accumulate.		•	
•	accumulation; no further accumulation anticipated.			
c. 🛭 Amend Applicatio	n No. Birli Check One: 🗷 Change; 🔲 Superc			
4. Dates of Series	5. Records Series Title (followed by title used in office; if			
Earliest Latest				
1977   To Date	Vocational Planning and Operations Stati	stical Publicat	ions Files	
6. Division and Office Funct	<u> </u>			
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	oviding data on vocational student enrollment	<del>-</del>		
	ools; staff development needs; manpower needs			
	syment opportunities generated by them; spe-			
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50423-01

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to

DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

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X	b. Does the series	Contain Coming	ntial information	The state of the s			
X	c. Is this a vital re	cord?					
X	d. Does this series have historical or long term research value?						
/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these						
	documents be scheduled separately?						
X	f. Is the information contained in this series ever published? If yes, attach copy.						
ζ	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?  If yes, attach copy.						
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ÅR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-! for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Number Application Date Department of Education Office of Vocational Education Division of Vocational State Planning Date Received Date Completed Application Number and Operations-Statistical Research FEB 1 2 1981 I FEB 1 8 1981 336 State Office Building 2. Person to Contact Atlanta, Georgia **Working Title** Telephone Number Barbara F. Landay Senior Research Specialist 656-3435... 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. c. 

Amend Application No. — \_\_ Check One: 

Change; 

Supercede; 

Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest To Date Vocational Planning and Operations Statistical Publications Files

Office Function What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Vocational Statistical Research and Reports Unit is responsible for compiling statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and industry and employment opprotunities generated by them; specific vocational education programs required to meet identified needs; and other information for long and short-range planning for vocational education programs. The unit disseminates infor tion to school systems, the public, and other Divisions within the Department and Office of Vocational Education, and assists with other Division activities as required. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: Compiling enrollment, graduate follow-up, staff and other vocational statistical data from MIS computer system for summary publications. Included are: Published statistical reports relating to job opportunity forecasts in various vocational fields, present and projected enrollments, follow-up data on job placement experiences of students completing vocational education programs, staff/faculty data, and other related topics. File is arranged: Chronologically by Fiscal Year in which report was published. 8. Monthly Reference Rate How often are records referred to which are: One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_

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